

Job details

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Bulletin Number	56063BR
Type of Recruitment	Transfer Opportunity
Department	Children and Family Services
Position Title	ADMINISTRATIVE SERVICES MANAGER I
Filing Type	Open Continuous
General Information	Department of the Children and Family Services is seeking a highly qualified individual to work in our Recruitment and Examinations Section in the Human Resources Division.
Requirements	<p><b><u>ONLINE FILING ONLY.</u></b></p> <p>Permanent County employees who hold the Los Angeles County payroll title of ADMINISTRATIVE SERVICES MANAGER I may apply.</p> <p>Individuals interested in being considered for an interview may submit a cover letter, resume, copies of their last two performance evaluations and last two years' official time records (Time History Report - Prime Variance ONLY).</p> <p>Only the most qualified candidates will be scheduled for an interview. Employment is contingent upon passing a background check and a review of personnel records.</p>
Desirable Qualifications	<ul style="list-style-type: none"><li>• Excellent Attendance.</li><li>• Successful completion of <b>Examination Analyst Training - Basic Course</b>.</li><li>• Four (4) years' experience in Recruitment and Selection.</li><li>• Working knowledge of Talent Management-KRB-Exams, TRAC, CDMS and eHR.</li><li>• Working knowledge of the County Code, Department of Human Resources' PPGs and Civil Service Rules.</li><li>• Strong written and verbal communication skills.</li><li>• Strong analytical and problem solving abilities.</li><li>• Excellent customer service skills and telephone etiquette.</li><li>• Ability to effectively manage and prioritize multiple assignments to meet deadlines.</li><li>• Ability to work independently and be a team player.</li><li>• Ability to maintain confidential information.</li><li>• Proficient in Microsoft Word, Excel and Outlook.</li></ul>
Duties	Administrative Services Manager I is responsible for overseeing the daily operations and activities involved in the examination process and providing leadership and supervision to the technical staff of Management Analysts and support staff (Intermediate Clerk). Specific duties include:

- Reviewing and approving bulletins in various classes and exam types, i.e. Open Competitive, Interdepartmental Promotional and Departmental Promotion by referring to Class Specifications and personal extensive exam knowledge and experience.
- Assisting with assembling subject matter experts to serve in Job Analysis or Structured Interview Panel.
- Monitoring, reviewing, and approving job analyses.
- Providing assistance to exam analysts in developing testing materials; reviewing and approving examination materials to ensure the accuracy and validity of the materials.
- Monitoring all examination materials over the respective record retention period to ensure purging, per PPG 180.
- Overseeing support staff to ensure all requested materials to the Appeals Unit at DHR, Performance Management Section and Personnel Processing of the Department are delivered in a timely manner.
- Supervising and evaluating the performance of exam staff and approving eCAPS and time off requests; interviewing and training new exam staffs; planning, organizing, and managing workload of the Section to meet deadlines.
- Analyzing and making recommendations concerning technical matters in the areas of Recruitment and Selections Section in reference to Los Angeles County Codes, Civil Service Rules, and DHR's policies, procedures, and guidelines.
- May administer highly complex exams as needed.

<b>Vacancy Information</b>	This position is located at the Headquarters of Department of Children and Family Services, 425 Shatto Place, Los Angeles, CA 90020.
<b>Available Shift</b>	Day
<b>Contact Name</b>	Carmen Reyes
<b>Contact Phone</b>	213-351-5633
<b>Contact Email</b>	reyesc@dcfs.lacounty.gov
<b>California Relay Services Phone</b>	800-735-2922
<b>Job Field</b>	Human Resources
<b>Job Type</b>	Administrative Support

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